

## **WE'RE RECRUITING | MARKETING, EDITORIAL & EVENTS OFFICER**

Mumbles Community Council is looking for a **creative, organised and enthusiastic Marketing, Editorial and Events Officer** to join our team.

This is an exciting opportunity for someone who enjoys **bringing communities together**, promoting events, and creating engaging content across multiple platforms.

**Hours:** 37 hours per week

**Grade:** SCP 19–22

**Salary:** Starting salary £32,061

**Location:** Mumbles (with evening and weekend work required for meetings and events)

### **About the role**

You will be responsible for planning, marketing and promoting the Council's programme of events, producing newsletters and editorial content, managing publicity materials, working with community groups, schools and local businesses, and supporting the delivery of vibrant community events throughout the year. The role also includes social media, website content, and press liaison.

### **We're looking for someone who:**

- Has experience in marketing, events or a related field
- Is creative with strong written and communication skills
- Can work independently, manage deadlines and juggle multiple projects
- Is confident working with councillors, partners and the public
- Is happy to work evenings and weekends when required

### **Why join us?**

You'll play a key role in shaping how the Council communicates, supports community events, and engages with residents—making a real difference in the heart of Mumbles.

### **How to apply**

Please see the job description and person specification and submit your CV and covering letter by the 28<sup>th</sup> February 2026 to [kerryleighgraham@mumbles.gov.uk](mailto:kerryleighgraham@mumbles.gov.uk)